

P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 753-6780 • www.governor.wa.gov

Dear Business Partners:

The good news is that the H1N1 flu virus has remained a mild disease – similar to that of the annual seasonal flu. However, we are still faced with some challenges. Those most at risk for getting H1N1 are children and young adults. This could have a large impact on our state’s workforce as parents and younger workers stay home sick or to care for sick children.

- Review your business continuity plan – have you identified your critical functions? Do you have staff trained to carry out those functions?
- Have you delegated authority so that someone has specific authority to act on your behalf?
- Have you evaluated your workforce – how many have children that might be affected by this virus or related school closures?
- Do you have flexible leave policies that will help to calm employee worry if they need to stay home sick or care for family members?
- Do your suppliers/vendors have contingency plans? Have you developed alternative ways to operate with reduced staff?
- Have you considered telecommuting or different hours of operation?
- Keep informed by checking in with your local health jurisdiction on a regular basis – they will have the most current information on your local community. (The Department of Health's Web site has a complete list of local health jurisdictions.)
- Actively encourage employees to practice germ prevention by washing hands, covering cough and sneezes and staying home when ill. Routinely clean common areas.



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By planning ahead and helping employees prepare for a challenging flu season, we can help make sure Washington businesses stay open. For more information, visit the Washington State Department of Health's Web site at <http://www.doh.wa.gov/h1n1/>.

Sincerely,

A handwritten signature in black ink, reading "Christine O. Gregoire". The signature is fluid and cursive, with the first name "Christine" and last name "Gregoire" clearly legible.

Christine O. Gregoire
Governor